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<u>Teaching with Zoom</u>

Zoom is a cloud-based video communications app that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities. University of Toronto Licensed Zoom accounts are required to host and participate in Zoom based classes, meetings, and webinar sessions.

A. Accessing your Zoom Education License

Go to ACT's Zoom Information page. Read the scenarios carefully, as each person's specific circumstances may vary. Find the scenario that applies to you, and follow the instructions to claim your zoom educational license.

B. Scheduling a Recurring Session

- Go to http://utoronto.zoom.us and log into your University of Toronto Zoom account.

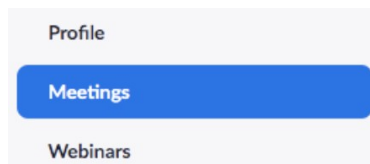- From the left sidebar, select **Meetings.**

Figure 1 Meetings tab

- Click the **Schedule a Meeting** button on the right of your screen.

Figure 2 Schedule a Meeting button

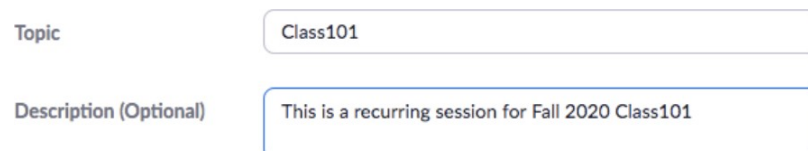- Enter the session title in the **Topic** field. You can also enter session **Description**.
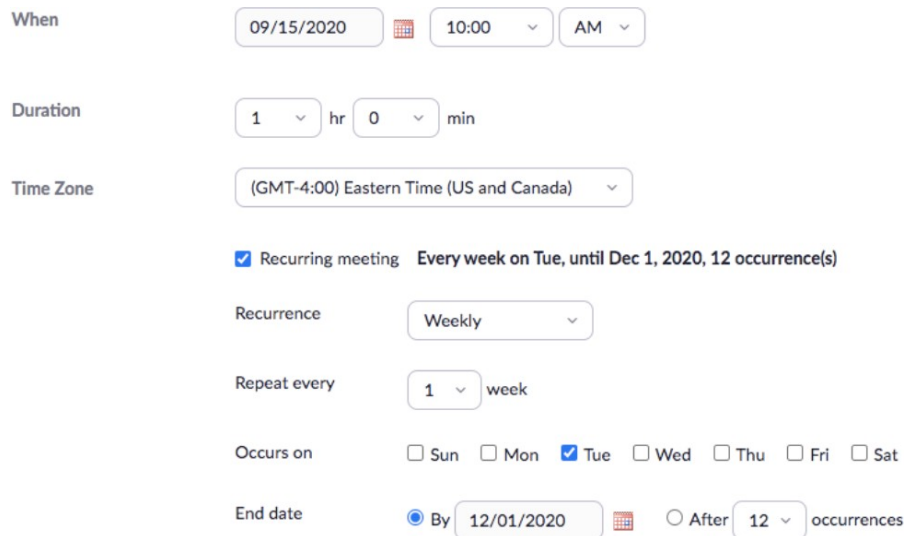
Figure 3 Meeting Topic and Description

- Select the date, time, and duration of your class.

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Select the Eastern Time Zone.
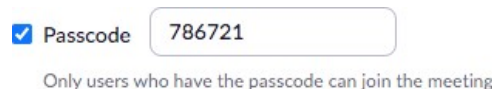
Check the **Recurring Meeting** checkbox.

Select the recurrence, repeat interval, and day of the week. Determine when the recurring session should end, either by selecting the date or number of occurrences.

Figure 4 Meeting Settings

- If you would like your link to be accessible to students throughout the term without defining specific class dates, select **No Fixed Time** in the **Recurrence** drop-down. You can post the resulting link on your course page and students will use it to join class based on the schedule in their calendar.

- A **Passcode** will be generated by Zoom. You can edit the pass code or deactivate it if you wish.

Figure 5 Meeting Passcode

- By default, the Waiting Room checkbox will be checked. The Waiting Room is a virtual area that stops your participants from joining until you admit them. You may wish to keep this checked if you have a smaller class and you or the co-host (typically your TA) can monitor the room to admit late students or students who need to reconnect.

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Note: You can disable the waiting room once you start the lecture (see Part C below).

Figure 6 Enable/disable Waiting Room

- You may choose to check **Require authentication to join** and select **Only allow UofT users under site license to join**. This will prevent participants from joining your Zoom session if they do not have a UofT Zoom account (see https://utoronto.zoom.us/). This will make your Zoom meeting more secure and can also save you from having to admit students from the Waiting Room. It also provides student's UofT names in the meeting participants list. The main drawback of using this option is that Zoom will not allow students to join who have not claimed a UofT Zoom license.

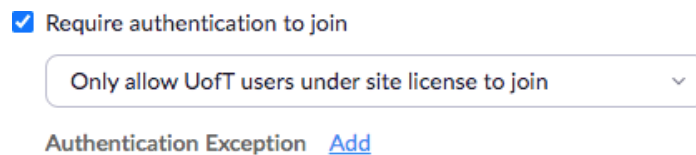 Note: You can set Authentication Exceptions if you have guests joining the session.

Figure 7 Require authentication to join the meeting

- You may choose to check "automatically record meeting" and "On the local computer" under meeting options.

Figure 8 Automatically record meeting on the local computer

- Typically, you would assign your TAs as Alternative Hosts. Alternative hosts can start the meeting on your behalf and share other privileges such as recording the meeting and admitting students from the waiting room. Alternative hosts must be @utoronto.ca email accounts.

Figure 9 Add Alternative Hosts

- Click **Save** to save the meeting settings.

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Figure 10 Save button

- Click Copy Invitation and add it to a Quercus announcement or under the appropriate Quercus Module (as an external link or in a separate page)

Invite Link   https://us02web.zoom.us/j/84062513192?pwd=b0lhRG5jTWlacnRLaGovSmlPc05NQT09 ⎘ Copy Invitation

Figure 11 Invite link

Note: As a licensed user, you can host up to 2 meetings at the same time. Meetings can be started by the host or the alternative host (using the meeting invite).

C. Running a Zoom Session

- Find your zoom meeting. Click **Start** to start the session.

Figure 12 Start Meeting button

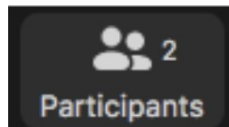- To admit students to the Zoom meeting, click **Participants.**

Figure 13 Participants link

Find students who are waiting and click **Admit** to admit them to the meeting.
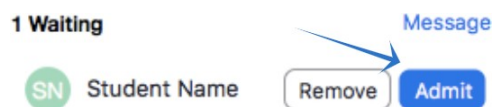

Figure 14 Admit button to admit students in the waiting room

You can also click **Admit all** to admit everyone in the waiting room at once.

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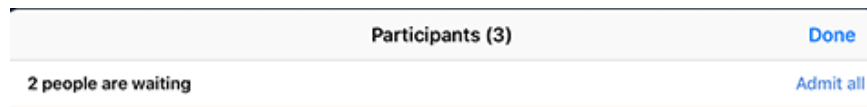| Participants (3)	Done
2 people are waiting	Admit all

Figure 15 Admit all participants in the waiting room

- To mute all attendees in a session, click the **Mute All** button at the bottom of the Participants bar.
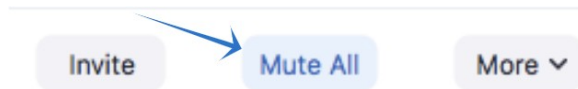

Figure 16 Mute all participants

- To disable the waiting room, click the **More** button, and choose **Enable Waiting Room** to the disable the feature.
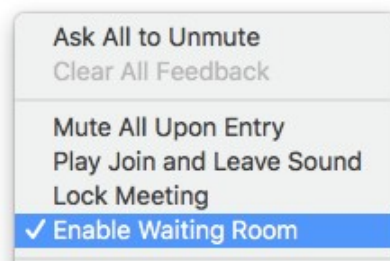

Figure 17 Enable/disable waiting room

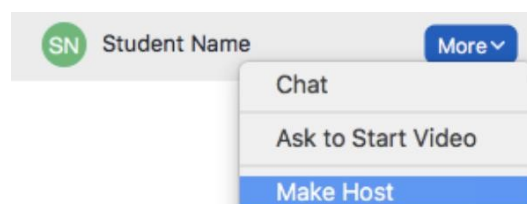- To promote an attendee to a host, hover over their name, click **More**->**Make Host.**

Figure 18 Make Host link

- Your recording will be configured to auto-record if you've checked off this option (see above). Otherwise, to start recording a session, click the **Record** button. To stop recording a session, click the **Pause/Stop Recording** button. Our recommendation is to record to the cloud. Note that cloud recordings will only be retained for 120 days and there is a storage capacity limit of 0.5GB. The benefit of recording to the cloud is that a transcript file will be generated along with the video. The recording and transcript can be downloaded to your computer

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and then uploaded to MyMedia for distribution on your course page. Recording locally (i.e. to your computer) will not generate a transcription file.
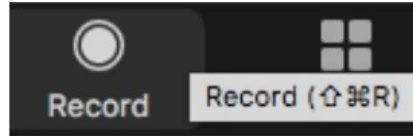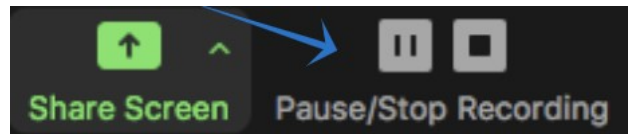

Figure 19 Record button

Figure 20 Pause/Stop Recording button

- When the meeting ends, the recording will be stored locally on your computer or in the cloud.

D. Sharing a Recording on Quercus

- If you recorded your meeting or webinar locally to your computer, you a can access the local recordings files on the computer that recorded the meeting. By default, local recordings will be placed in following directory:
  - o Windows: C:\Users\[Username]\Documents\Zoom
  - o Mac: /Users/[Username]/Documents/Zoom
  - o Linux: home/[Username]/Documents/Zoom

- To access your recordings through the Zoom portal, go to https://utoronto.zoom.us/ and login to your zoom account.

  From the right menu, select Recordings.

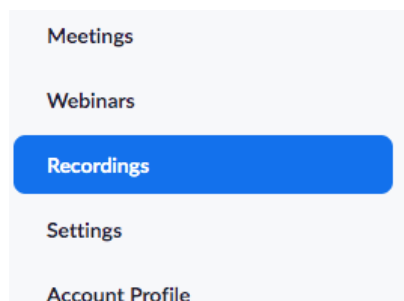Figure 21 Recordings link

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Select the Local Recordings tab.
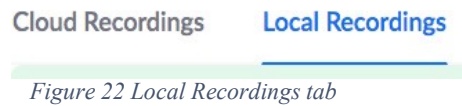
Cloud Recordings   **Local Recordings**

Figure 22 Local Recordings tab

The list of your local recordings will be displayed.

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For more information, please contact us at q.support@rotman.utoronto.ca